



Script Name	CDX Helpdesk Enhancements			
Script IDs	TRI-04			
Script Synopsis	Users test various features implemented within the TRI-MEweb application.			
Prerequisites	A user with a CDX account has logged in to the TRI-MEweb application with access to a certifying official role, the TRI-MEweb application, and an associated TRIFID for reporting year 2014.			
Tests Performed	Requirements Reference	Pages	Steps	
TRI-04.1 Certifying Official Email	TRI-059, TRI-062	2-4	14	
TRI-04.2 Non-Production Related Quantities	TRI-061	5-6	15	
TRI-04.3 "Active Certifying Official Available" icon	TRI-056, TRI-056.1	7-8	3	
TRI-04.4 Non-U.S. Address for POTW and Location	TRI-057, TRI-057.1, TRI-057.2, TRI-057.3, TRI-057.4, TRI-057.5, TRI-057.6, TRI-057.7, TRI-058, TRI-058.1, TRI-058.2, TRI-058.3, TRI-058.4, TRI-058.5, TRI-058.6, TRI-058.7	9-11	18	



Test Name Certifying Official Email

Test ID TRI-04.1

Synopsis A certifying official user shall receive an email notifying him/her of a pending submission notice that includes certification process instructions.

Prerequisites A user with a CDX account has logged in to the TRI-MEweb application with access to a certifying official role, an associated TRIFID, and at least one RY 2014 form.

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
1. Log in and click the "Prepare" tab.	The "Select a Reporting Year" page displays.			
2. Select Reporting Year "2014" from the "Reporting Year" drop-down menu and click the "Next" button.	The "Select a Facility" page appears with list of TRIFIDS to which you have access.			
3. Select the radio button of the test TRIFID you are working with. Click the "Forms" sub-tab.	The "Select a Form" page is displayed.			
4. Click the "+Add Form" button.	The "Add New Chemical Forms" page appears.			
5. Select any chemical by double-clicking it and click the "Next" button.	The "Select a Form" page is displayed.			
6. Select the radio button for the newly added form and click the "Next" button.	The "Change Form Type" page appears with Form R defaulted.			
7. Select "Form A," click the "OK" button on the pop-up window, then click the "Next" button.	The "Contact Information" page appears.			
8. Enter Technical and Public contact information and click the "Next" button.	The "Prepare Another Form?" page appears.			

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
<p>9. Click the "Next" button until you reach the "Validation Step 2 of 2: Chemical Information on Forms" page.</p> <p>Note that if your form has any associated critical errors these must be fixed before continuing with the script.</p>	The "Validation Step 2 of 2: Chemical Information on Forms" page is displayed.			
10. Select the chemical you are testing with and click the "Validate" button, then click the "Next" button.	The "Data Quality Reports" page appears.			
11. Click the "Next" button until you reach the "Select Chemical Forms to Prepare for Certification" page.	The "Select Chemical Forms to Prepare for Certification" page is displayed.			
12. Select the check box next to the chemical you are testing with, and click the "Next" button.	The "Notify Certifying Official(s) of Pending Submission" page appears and shows the Certifying Officials that are available for your TRIFID.			
13. Select the radio button in the "Certifying Official" column for the certifying official you are testing with.	The "Final Review of Forms" page is displayed.			
14. Click the "Next" button.	"Submission Ready for Certification" page appears. Also, the Certifying Official you selected should have received an email from the Helpdesk with the title "TRI-MEweb Submission Awaiting Certification" and specific instructions on what that official needs to do next to certify the form.			



Determination: Pass [] Fail [] _____ _____

Approved By: _____ Date: _____ Time: _____



Test Name Non-Production Related Quantities

Test ID TRI-04.2

Synopsis A user shall be able to answer the question "Did you report on-site releases or disposal or off-site transfers of this TRI chemical that resulted from any of the following: Remedial activities, catastrophic events such as earthquakes, fires, or floods, and/or one-time events that were not associated with normal or routine production processes" in one question rather than three separate ones.

Prerequisites A user with a CDX account has logged in to the TRI-MEweb application with access to a certifying official role, an associated TRIFID, and at least one RY 2014 form.

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
1. Log in and go to the "Prepare" tab.	The "Select a Reporting Year" page appears.			
2. Select Reporting Year "2014" and click the "Next" button.	The "Select a Facility" page appears with list of TRIFIDS to which you have access.			
3. Select the test TRIFID you are working with and click the "Forms" sub-tab.	The "Select a Form" page is displayed.			
4. Click the "+Add Form" button.	The "Add New Chemical Forms" appears.			
5. Select any chemical by double-clicking on it and clicking the "Next" button.	The "Select a Form" page is displayed.			
6. Select the newly added form and click the "Next" button.	The "Change Form Type" page appears with Form R defaulted.			
7. Click the "Next" button until you reach the "Fugitive or Non-Point Air Emissions" page.	The "Fugitive or Non-Point Air Emissions" page is displayed.			
8. Select a range of "1-10 lbs" and "Mass Balance" in Step 2, and click the "Next" button.	The "Stack or Point Air Emissions" page appears.			
9. Enter a Total Quantity of 34, and select "Monitoring, Continuous" in step 2 and click the "Next" button.	The "Discharges to Surface Waters: Summary" page appears with no data entered.			
10. Click the "+Add" button.	The "Discharges to Surface Waters: Add Discharge" page appears with a map.			



Processing Steps	Expected Results	Actual Results	Notes	Issue Number
11. Move the map to an area where you can see water (light blue) and right click at the center of the body of water. On the left, enter a Total Quantity of 11, and select "Mass Balance" for Step 3, and put "10" in Step 4. Click the "Next" button.	The "Discharges to Surface Waters: Summary" page appears with your selected stream or Water Body listed.			
12. Click the "Source Reduction/Recycling" sub-tab. Click "Next" until the "Non-Production Related Quantities" page is displayed.	The "Non-Production Related Quantities" page is displayed and a gray area blocks all listed releases, disposals, and transfers.			
13. Confirm that the text fields under the gray area are not edit able.	The grayed out fields are not editable.			
14. Select "No."	The bottom of the page is no longer visible.			
15. Select "Yes."	The bottom of the page reappears.			

Determination: Pass [] Fail [] _____

Approved By: _____ Date: _____ Time: _____



Test Name	View new "Active Certifying Official Available" icon
Test ID	TRI-04.3
Synopsis	A user shall be able to review the "Active Certifying Official Available" icon status, for when the certifying official is ready to certify their form.
Prerequisites	A user with a CDX account has logged in to the TRI-MEweb application with access to a certifying official role, an associated TRIFID, and at least one RY 2014 form.

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
1. Log in to TRI-MEweb. If you are already logged into the application navigate to the "Welcome to TRI-MEweb!!" page. Note that if you are initially logging into the application you will see a pop-up if you have unsigned TRIFID signature agreements. Click "Cancel" on this pop-up to continue with the script.	The "Welcome" tab with "Welcome to TRI-MEweb!!" page displays.			
2. Confirm that the TRIFID summary table contains the following columns: <ul style="list-style-type: none">• TRIFID• Facility Name• RY2014 Form Status• ESA Status• Certify/Cancel Submission(s) A "Refresh ESA Status" button is also displayed in the table header.	TRIFID summary table contains the correct columns.			
3. View the ESA Status field and notice that the "Ready to Certify" green icon doesn't exist and the green "Active Certifying Official Available" icon exists instead.	In the ESA Status list, there are no "Ready to Certify" icons, only green "Active Certifying Official Available" icons.			



Determination: Pass ☐ Fail ☐ _____

Approved By: _____ Date: _____ Time: _____



Test Name Non-U.S. Address for POTW and Location

Test ID TRI-04.4

Synopsis A user shall be able to provide a non-US address for a POTW and a location.

Prerequisites A user with a CDX account has logged in to the TRI-MEweb application with access to a certifying official role, an associated TRIFID, and at least one RY 2014 form.

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
1. Log in and go to the "Prepare" tab.	The "Select a Reporting Year" page appears.			
2. Select Reporting Year "2014" and click the "Next" button.	The "Select a Facility" page appears with a list of TRIFIDS to which you have access.			
3. Select the test TRIFID you are working with and click the "Forms" sub-tab.	The "Select a Form" page is displayed.			
4. Click the "+Add Form" button.	The "Add New Chemical Forms" page appears.			
5. Select any chemical by double-clicking it and clicking the "Next" button.	The "Select a Form" page is displayed.			
6. Select the newly added chemical and click the "Off-site Transfer" sub-tab.	The "Off-site Transfer: Introduction" page is displayed.			
7. Click the "Next" button.	The "Off-site Transfers to POTW" page is displayed.			
8. Click the "Add New POTW" button.	The "POTW Name and Address" page appears.			
9. Select the "This is a non-U.S. POTW" checkbox.	The "Enter New POTW" button appears.			
10. Click the "Enter New POTW" button.	The "POTW Name and Address" page appears with "Non-US Address" selected by default.			

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
11. Enter a non-US address, such as: <ul style="list-style-type: none"> POTW Name: Foreign Soil Facility Address: 1 Main Street City: Farlandia Province: Farlandia Country: AA – Aruba Postal Code" 1010 And click the "Next" button.	The "Off-site Transfers to POTW" page appears with your entered POTW contained in the "Choose a POTW" dropdown.			
12. Select the newly entered POTW from the "Choose a POTW" dropdown and click the "+Add Selected" button.	The non-US POTW is added to the page.			
13. Click the "Next" button.	The "Other Off-site Transfers" page appears.			
14. Click the "New Location" button.	The "Off-site Transfer Location Information" page appears.			
15. Select "This is a non-U.S. off-site transfer"	The "Enter New Location" button appears.			
16. Click the "Enter New Location" button.	The "Off-site Transfer Location Information" page appears with "Non-US Address" selected by default. The selection at the bottom of the page that says "Is the location under the control of the reporting facility or parent company?" is not defaulted to either Yes or No.			



Processing Steps	Expected Results	Actual Results	Notes	Issue Number
17. Enter a non-US address, such as: <ul style="list-style-type: none">• RCRA ID: Check Not applicable• Location Name: Foreign Soil Facility• Address: 1 Main Street• City: Farlandia• Province: Farlandia• Country: AA – Aruba• Postal Code: 1010 For the radio button at the bottom of the page, select "No." And click the "Next" button.	The "Other Off-site Transfers" page appears with your newly entered location in the "Choose a Location" dropdown.			
18. Select the newly entered location from the "Choose a Location" dropdown and click "+Add Selected."	The newly entered location populates the "Other Off-site Transfers" page.			

Determination: Pass [] Fail [] _____

Approved By: _____ Date: _____ Time: _____